CHAPTER 7 - MAINTENANCE OF THE DRMO INVENTORY

A. GENERAL.

Use the following procedures to maintain the DRMO inventory, to provide a service to customers, or to improve efficiency.

NOTE: Process all transactions into the accountable record within 3 working days following any action that affects the DRMO inventory.

1. Freeze actions to hold and release property for screeners.

2. Upgrading of scrap to usable property.

3. Subdividing quantities on a DTID.

4. Extending time frames for hazardous property.

5. Processing requests for reclamation from Air Logistics Centers.

6. Processing components/parts removal from M151 vehicles and other end items.

7. Property Returns.

8. Data Corrections.

9. On-line system rejects on downgrades for incorrect DEMIL Code.

10. Property management for realignment and/or closure.

B. PROCESSING FREEZE ACTIONS

1. Items may be frozen after input to the accountable record.

2. The following conditions apply to freezes:

   a. A freeze has an indefinite time frame. The Freeze Codes do not expire. The freeze remains unless it is cancelled.

   b. Property in Record Status **C** cannot be frozen.

   c. Only usable property can be frozen.

   d. Partial quantities can be frozen.

   e. Property may be frozen immediately after receipt.

   f. Property frozen in a particular Record Status Code (RSC) will stay in that RSC until the property is issued or the freeze is removed. When the freeze is removed, a DTID restart is required if the property is to continue processing through the disposal time frames. A restart is not required for the processing of an RTD issue.

3. To add a freeze to an item in the DRMO inventory, select the RTD Menu from the DRMO DAISY Menu. Next select the "ADD, MODIFY AND CANCEL FREEZES" Screen. Make the following entries:

   a. CUSTOMER IDENTIFIER Field - Enter the six position customer identification (DoDAAC, FMS Customer ID or FEDSTRIP Customer ID).

  b. DTID NUMBER Field - Enter the DTID Number (14-15 positions). Then press F3. The system searches the inventory for the record. If/when found, the system displays the data in the accountable record.

  c. FREEZE CODE Field - Enter the Freeze Code (**8 or 9**; the codes are listed in supplement 1, this instruction).

  d. INPUT RIC Field - Enter the three position RIC of the requestor.

  e. QUANTITY REQUESTED Field - Enter the appropriate quantity (1-5 positions). Press F9 to update the record.

  4. To modify an existing freeze to change the quantity that is frozen, select the RTD Menu from the DRMO DAISY Menu. Next select the "ADD, MODIFY AND CANCEL FREEZES" Screen. Repeat the entries in B3a and B3b, this chapter. Press F3. Then make the following entry to the QUANTITY REQUESTED Field - Enter the revised quantity. Press F9 to update the record.

  5. To cancel an existing freeze, select the RTD Menu from the DRMO DAISY Menu. Next select the "ADD, MODIFY AND CANCEL" Screen. Repeat the entries in B3a and B3b, this chapter. Next press F3, the system then displays the current information on that record. Press F18 (F18 = Shift + F8). The system asks, "DO YOU WANT TO CANCEL THIS FREEZE?" Enter Y to cancel the freeze, enter N to stop the cancel process. The system displays the DTID Restart Screen and the cursor is positioned at the FSC Field. If no changes are needed, press F1. If changes are needed, move the cursor through the fields and add/correct as appropriate. The system asks, "ARE ALL ENTRIES CORRECT? Y OR N? After you respond, if no further entries for freezes are needed, press F1 to leave the menu.

C. UPGRADING PROPERTY FROM SCRAP.

Upgrade property when it is deemed appropriate. See Chapter 6, Attachment 1, this instruction, for approval levels. Prepare a DTID for the source document file. To upgrade scrap to an item select "WAREHOUSING MENU" from the DRMO DAISY Menu. Next select "RECEIPT FUNCTIONS".   Finally select the "UPGRADE FROM SCRAP" screen.

  1. The system automatically assigns a DTID Number with the DRMO's DoDAAC, the Julian date and a sequential serial number. The sequential serial number begins with "U" for upgrade.

  2. Make the following entries to the UPGRADE FROM SCRAP Screen:

  a. STOCK ID Field:

    (1) FSC - Enter the Federal Stock Class. The system then displays a noun name for the item.

    (2) NIIN or LSN - Enter the National Item Identification Number (NIIN) or the Local Stock Number (LSN) for the item. If a valid NIIN is entered, the system displays data in the following fields: (2)(e) through (2)(h) and (2)(j) through (2)(n). However if an LSN is entered, the following fields may require entries by the DRMO: (2)(a) through (2)(s).

      (a) HM/HW Field - Hazardous Material/Hazardous Waste Field.

      (b) REIMB Field - Reimbursement Code Field.

      (c) DAC Field - Disposal Authority Code Field.

      (d) FCC - Federal Condition Code Field.

      (e) PMIC Field - Precious Metals Indicator Code Field.

      (f) SHLF Field - Shelf Life Code Field.

(g) SAIC Field - Small Arms Indicator Code Field.

(h) ADPE Field - Automatic Data Processing Equipment Code Field.

(i) QTY UI Field.

   (1) Quantity.

   (2) Unit of Issue.

(j) ITEM NAME Field.

(k) UNIT PRICE Field.

 (l) DEMIL PERF Field.

(m) SHC Field

(n) MSC Field

(o) ACTN ACCT Field.

   (1) Action Code.

   (2) Accounting Code.

(p) DUP Field - Depreciated Unit Price Field.

(q) DESC Field - Description Field.

(r) SITE Field.

(s) LOCATION Field. After this entry is made, press F9. The system then displays the following fields:

   (1) SCL/SCT NBR Field

     (a) Enter SCL/SCT Site Code - (**L** or **T**, the SCL Code, and the Site Code).

     (b) Enter the DEMIL Code.

   (2) WEIGHT Field. After this entry, press F9 to process the upgrade transaction.

NOTE: Additional windows may be displayed depending upon the entries to the system.

 3. Windows for additional data entry:

 a. Unique Reportability Item Description and/or DEMIL Instructions window, or

 b. Serial Number Window, or

 c. DTID Reimbursement Window, or

 d. Hazardous Material or Hazardous Waste Window, or

 e. Description Window. When all required data entries are made, press F9 to complete the upgrade transaction.

D. SUBDIVIDING QUANTITIES ON A DTID.

If the DRMO determines that a quantity of usable property received on a single DTID should be accounted for in lesser quantities, the record may be subdivided. Subdivisions may be done on receipt (see chapter 2, paragraph B8, this instruction). Subdivisions after receipt may be accomplished as follows.

NOTE: This process assigns a Unique Control Number (UCN) to the partial quantity linking the material back to the original DTID. You have the option of assigning the subdivided material to a new storage location. The DTID must have a Record Status Code of A, F, H, L, N, P, Q or W. A DTID can be subdivided as many times as necessary.

   1. Access the **MARKETING MENU** from the **DRMO DAISY** Menu. Next select **SUBDIVIDE AFTER RECEIPT**. Make the following entries:

   a. DTID NR Field (14-15 positions) - Enter the DTID. If you enter a 14 digit DTID, press enter, (this displays the "Subdivision entry window"). If you have a 15 digit DTID, the system automatically displays the "Subdivision entry window." The system displays the quantity and storage location from the DTID.

   b. SUBDIVIDED QTY Field (1-5 positions) - Enter the quantity you want to remove/subdivide from the original DTID and press enter.

   c. NEW LOCATION Field (1-11 positions) - If the subdivided quantity is stored at a new location, enter the new storage location and press enter. The system displays the message, "Enter the site/storage location for a relocation or press enter."

   (1) If a new storage location is entered, the system adds the location to the file, displays a UCN, and moves the cursor to a new line for another subdivided quantity to be added. The system displays the message, "Enter additional subdivided quantity or press F9 to create the subdivision."

   (2) If a new storage location should not be added to the Site/Stg Location file, press enter. The system displays a UCN for the subdivided quantity and moves the cursor to a new line for you to add another subdivided quantity. The DTID may be subdivided until the quantity is zero. Each subdivision has a UCN assigned by the system. After the second subdivision, the system asks, "Add the site/storage location? **Y** or **N**?"

   2. When you have finished the subdivisions for the DTID record, press "F9." Annotate new locations on the DTID in the source document file.

NOTE: When relocating property as the result of a subdivision, downgrade, DEMIL, or for a different reason, update the new location on the DTID in the source document file. This may be done by annotating the DTID, or by attaching documentation (placards) with the new location(s) to the DTID.

E. EXTENDING TIME FRAMES FOR HAZARDOUS PROPERTY

   1. You may extend the time frame for processing hazardous property for the following categories of hazardous property:

   a. Unused hazardous material (HM) with R/T/D potential and good storage conditions.

   (1) Property with MSC **G** may be frozen with Freeze Code **8** when Record Status Code is **R, L or H**.

   (2) Property with MSC **H or M** may be frozen with Freeze Code **8** when Record Status Code is **L or H**.

NOTE: When the decision has been made to allow additional time for R/T/D, the freeze transaction must be input at least 1 day before the Automatic Release Date (ARD). If R/T/D does not occur, you must remove the freeze code. This allows the property to roll to the appropriate RSC. Maximum length of time unused HM may be in RSC R, L or H is 84 days. Beyond 84 days it must be RSC A, D, E, G or Z.

b. Unused HM with sales potential and good storage conditions (former 120 day cycle) with MSC G and H must have the freeze transaction input no later than 1 week before the end of the 21-day cycle. If the property does not sell, release the freeze as above to allow the property to move to ultimate disposal. (The maximum length of time unused HM may be frozen in RSC A is 42 days.)

c. Used HM/Hazardous Waste (HW) with R/T/D potential and conforming/ permitted storage (former 60 day cycle).

(1) This property does not receive mechanized screening; therefore, the freeze action will not allow visibility of the exact status to be accurately reflected.

(2) Property assigned MSC **X** or **P** may have a freeze transaction input with Freeze Code **8** when additional time is required to locate R/T/D customers. However, property thus frozen appears to be in either the donation cycle (RSC **H**) or the UD cycle (RSC **D**).

NOTE: DRMOs must closely monitor this property. If it is not issued to the R/T/D customer, it is already in the appropriate RSC. When the property is sold or ultimately disposed of, it will only be necessary to submit the issue transaction or the sale transaction (maximum time allowed for used HM/HW to be frozen in RSC A is 126 days; manual R/T/D, 84 days; and sales, 42 days. Maximum time allowed in RSC D is 140 days; manual R/T/D, 84 days; and UD, 56 days).

d. Assign MSC **X** to used HM/HW that has sales potential and available conforming/permitted storage (former 60-day cycle). See paragraph E1, this chapter, for applicable procedures.

2. At locations where conforming/permitted storage is not available, continue to adhere to the 60-day time frame for used HM and all HW. Also, must continue to comply with the 120-day time frame at locations where there are storage problems.

3. To extend the time frames for handling hazardous property, use the freeze procedure outlined in paragraph B, this chapter.

F. ACCOUNTABILITY FOR ITEMS WHEN RECLAMATION IS PERFORMED

1. Move property between the DRMO and the Air Logistics Center (ALC) on a single document and identify it to the original DTID Number. Use a locally developed receipt stamp to record acceptance of property by the ALC as well as the return of the residue to the DRMO. As a minimum, the receipt stamp must contain blocks to reflect quantity being moved, date of movement and signature of individual accepting property. Attach the completed stamped receipt to the back of the DRMO's copy of the DTID to record receipt of material by the ALC.

2. Residue returned to the DRMO will be accompanied by a copy of the original DTID reflecting completed action on the underentire quantity originally identified for reclamation. A copy of the save list and/or a document reflecting reclaimed items will accompany the DTID upon total completion of the reclamation action.

a. If the end item is reported to the DRMO with an LSN, enter an adjusted unit price based on the total of the unit prices of all components removed. Although a DRMS Form 39-3 is required to support this transaction, it does not require DRMO approval regardless of amount of adjustment. Process this adjustment using the DTID Restart process. (See chapter 6, paragraph F3c, this instruction.) However if the end item is reported to the DRMO with an NSN, annotate the adjusted unit price on the DTID based on the total of all components/parts removed.

NOTE: If the value of the reclaimed parts should exceed the original acquisition value of the end item itself due to current list price of parts/components, the generating activity should be contacted and asked to provide a current realistic (adjusted) value for the end item to cover the value of the reclaimed parts and resultant residue. The DRMS Form 39-3 used to support the end item price adjustment for LSN items should contain the statement, "Price adjustment required due to current list price of reclaimed parts exceeding original acquisition value of end item".

b. Prepare an XR1 to establish a sub-record and accountability for the component(s)/part(s) removed from the end item, (see chapter 2, paragraph C5, this instruction).

c. Prepare the transaction to issue the components/parts removed (see chapter 3, paragraph F6, this instruction).

d. The adjustment transactions, the receipt transactions and the issue transactions should be input the same day.

e. If the end item residue is to be disposed of as scrap, process a downgrade to scrap transaction against the end item record.

3. If the return of residue represents a partial reclamation action, the ALC should provide a copy of the DTID with an appropriate suffix to the original DTID number. Upon return of the last partial quantity, the ALC should provide a copy of the save list and/or a document reflecting reclaimed items and the original DTID to the DRMO for actions as outlined in paragraphs 2a through 2e above.

4.   If no residue is returned (residue falls within the category segregated for base civil engineer pickup) state on the DTID, "All remaining items are scrap and will be turned in as base civil engineer pickup". In this situation, the downgrade to scrap action reflects one pound of SCL H24. Process an adjustment transaction for a loss of the one pound against the SCL H24 record.

5.   Refer any peculiar processing problems to DRMS-C (DSN 932-7087) for resolution and appropriate processing guidance.

G. COMPONENTS/PARTS REMOVAL FROM M151 SERIES VEHICLES AND OTHER END ITEMS

NOTE: The provisions in this section have been confused with cannibalization. Cannibalization is the removal of items from non-excess equipment for installation on another item of equipment. Removed items shall be replaced. (See DoD 4160.21-M, Defense Reutilization and Marketing Manual, Chapter V, for information on the Reclamation Program. Cannibalization is for non-excess property and is not permitted to take place at the DRMO.)

1.   When components/parts are removed from the MI5l series vehicles or other end items and offered for reutilization, transfer, donation and sale or for abandonment/ destruction purposes (e.g., PCB components, PCB contaminated components), adjust the inventory records for the end items downward based on the value of the components/parts removed. Process this adjustment for property reported with an LSN by using a DTID Restart. (See chapter 6, paragraph F3c, this instruction.) If the property was reported with an NSN, annotate the DTID with the adjusted unit price.

2.   Input an XR1 with the original DTID number to generate a UCN to link the two records for the component/part removed from the end item as outlined in Chapter 2, paragraph B7, this instruction.

3. If more than one type component/part is removed from the end item, use the combined value of the removed items to reduce the acquisition value of the end item. However, process a separate XR1 for each **different type** component/part removed. The total acquisition value of all the XR1s must equal the acquisition value of the loss recorded on the adjustment transaction. No approval of the DRMS Form 39-3 is required to support the adjustment transaction. In the **comment** portion of the DRMS Form 39-3, enter **"components/parts removal from M151 series vehicles"**.

4. Handle price fluctuations of components/parts as outlined in the NOTE, paragraph F2a, this chapter. Refer any other peculiar processing problems to DRMS-C (DSN 932-7087) for resolution and appropriate processing guidance.

5. If a reutilization customer requests a component from an end item that may create a potential environmental problem, e.g., removal of a vehicle oil pan, the DRMO will require a requisition from the generator for the item. The

DRMO may then issue the end item to the customer who will remove it from the DRMO. After the generator has removed the desired items, the end item may be returned. The DTID will be turned in with a list of the parts removed. See chapter 2, paragraph B7 for the data entry guidance. The item should be entered in the system with an NSN. Enter "yes" when the screen prompt is on the DESCRIPTION Field. A one line pop-up screen appears to enter the "parts missing" data.

H. PROPERTY RETURNS

   1. MISIDENTIFIED PROPERTY RETUREND TO THE DRMO BY A REQUISITIONER. When property is returned to the DRMO by the requisitioner because it was misidentified, process the return of the item as a new turn-in. Waivers needed from this policy must be forwarded from the turn-in activity to HQ DRMS. The preferred method for requesting the waiver is the same as DRMO waiver request; i.e., e-mail to waivers@mail.drms.dla.mil. The head of the requesting organization must approve the waiver requests by e-mail, either as the releaser or with a narrative statement.

   2. PROPERTY RETURNED TO THE GENERATOR. After receipt when it is determined property has been misidentified or turned in erroneously, and must be returned to the generator, use the DRMS Form 917 and the following procedures. First select WAREHOUSING from the main menu, then select INVENTORY MAINTENANCE FUNCTIONS. Finally, select RETURN OF PROPERTY TO THE GENERATOR.

NOTE: This procedure will also be used to return property to RCP that was erroneously issued to the DRMO.

      a. In the first screen, enter the DTID_NO/SCL-SCT.

      b. On the second screen, basic information about the record appears. Verify that you are processing the correct record. If you entered the wrong DTID, SCL or SCT, press F1 to back out immediately. If the correct record appears, enter the quantity returned and press enter. Next, enter the date the property was returned by using the following format - mm/dd/yy and press return. Press F9 to complete the entry and update the inventory.

      c. If the property is hazardous waste, a manifest screen appears. The manifest screen must be filled out before the transaction is accepted by the system. The instructions for completing the manifest screen are provided at attachment 1, this chapter. When the data entry is complete, press F9 to update the inventory.

NOTE: If the property has been entered into BOSS for ultimate disposal, you need to ensure that it is canceled off the delivery order and out of BOSS by notifying the Contract Administration Office.

      d. Annotate the DTID in the source document file with the date and the reason for returning the property to the generator.

      e. Prepare a DD 1348 series document to issue/return the property to the generator. Attach a copy to the DTID in the source document file and arrange for the property return.

   3. HAZARDOUS PROPERTY RETURNED TO A MANUFACTURER/RECYCLER/REUSER IN LIEU OF ULTIMATE DISPOSAL. The DRMO may hold hazardous material for an additional 60 calendar days after the property has failed the sales process to pursue return to a manufacturer in lieu of ultimate disposal. Because the intent of DRMS is to offer this property as a commercial chemical product, the property is excluded from RCRA as a solid waste by 40 CFR 261.2(e). Therefore, the DRMO does not need to manage this property as a hazardous waste until the intent is to discard. However, if the state has more stringent requirements, the materials may be considered a hazardous waste. Refer questions on this process to DRMS-BE at (DSN) 932-7173.

NOTE: Hazardous material determined by the DRMO as not saleable (based on historical trends) and that is not referred to sale, is evaluated for the Return to Manufacturer/Recycler/Reuser procedure in lieu of ultimate disposal.

   a. See DRMS-I 6050.1, Chapter 5, Enclosure 1 for detailed information on returning hazardous property to the manufacturer/recycler/reuser in lieu of ultimate disposal.

   b. To remove hazardous property returned to the manufacturer/recycler/reuser from the DRMO accountable

records, use the following procedures:

(1) Select the MARKETING Menu from the DAISY Menu. Next select the DAISY REFERRAL PROCESS. Then select the REFER FOR A & D screen. Follow the screen prompts.

(2) Select the WAREHOUSING Menu from the DAISY Menu. Next select the A & D screen. Follow the screen prompts. Enter M for the A&D Reason Code. Enter C for the Method Code. Press F9 and complete the transaction.

4. RCP Property Returned by DRMO. Property turned in to RCP DAISY is assigned a DTID number with DoDAAC SC4402XXXXXXXX upon receipt. As a result of DAISY front-end edits, property is either accepted or rejected at time of receipt.

Useable Property - If the property is accepted by RCP it goes through RTD screening while the property is physically located at the Depot. If the property is not requisitioned by the end of the screening period, the property is forwarded to the co-located DRMO, DEMIL Center or Term Sale for disposal processing. Property received with quantity discrepancies upon receipt at the DRMO should be validated, by checking the DLA DSS MRO Tracking System website address at: http://wegal.ogden.disa.mil/mrosus/query.html. Upon access, input the DTID number and click on "Search".   This tracking system will notify the user of multiple shipments. Review the information to determine the shipment's status.

Note: The DD Form 1348-1A should indicate "partial shipment (s)" in the body of the form, if there are multiple shipments to be verified.

(1) After the DRMO has validated that there are no partial shipments pending, the DRMO shall submit a request to the HQ RCP POC sue.thompson@mail.drms.dla.mil to process a Report of Discrepancy (ROD), SF 364.

The RCP Office will initiate the ROD action and the DRMO may adjust the accountable records (Quantity and Condition Code only), upon receipt. Items reflecting discrepancies other than Qty and CC will be placed in a holding area, until further notice by the RCP Office.

(3) Once the Depot responds to the ROD, HQ RCP POC will notify the DRMO by e-mail and a hardcopy of the SF 364 will be forwarded to the DRMO of interest. The SF 364 will be used to validate that inventory corrections are made, and file under record maintenance file number 930.26, MRO Reversal. A type transaction code (TTC), DTID Number Comment (CMD) will be posted to the RCP record in RCP DAISY if an XR1 was generated. If the item has never gone through RCP receipt processing, the DRMO may add the TTC "CMD" to their accountable inventory to record the Depot loss.

Note: Since the loss occurred prior to shipment to the DRMO/CDC, a FLIPL shall not be processed by the DRMO.

b. Property Not Eligible For RCP - If the property is not accepted by RCP, it is transferred from the Depot directly to the co-located DRMO/CDC for disposal processing. Property received with discrepancies (overages or shortages) upon receipt at the DRMO, should be validated by checking the RCP shipment tracking address identified in paragraph 4.a above, to ensure that the property is not included in another shipment.

If after the DRMO has validated that there are no partial shipments pending, the DRMO shall place the property in an appropriate holding area, complete a DRMS Form 917, document the DLA Depot's DTID Number, followed by the originating generator's DTID Number, within the "To" column and return the property back to the DLA Depot as soon as possible.   3 Jun 03

5. RCP PROPERTY RETURNED BY THE CUSTOMER. Property returned by the customer to the point of purchase or to another DRMO will be recorded in the inventory as a new receipt. For property returned by

non-government customers, see chapter 2, paragraph D13, this instruction. For property returned by government customers, see chapter 2, paragraph B7, this instruction.

a. The customer will follow instructions in the RCP Sale Contract for property returns. These instructions include a requirement for the customer to contact DRMS-LMR for a letter of authorization to return the property.

b. Follow the instructions in the letter of authorization to process the refund for the customer. Questions may be referred to DRMS-LMR, (DSN) 932-7569.

6. RCP RECOUPMENT. Property erroneously issued to the DRMO by RCP will be returned to RCP using the Return to Generator Process. See paragraph H2, this chapter.

I. DATA CORRECTIONS - FOR APO DATA ENTRY.

Document data corrections with DRMS Form 1983. Attach the DRMS Form 1983 to the DTID and file in the source document file. (See attachments 7 and 8, this chapter.)

NOTE: General duties of the APO are provided in attachment 6, this chapter.

1. Eight screens are available to the APO on the INVENTORY ADJUSTMENTS Menu. Six of those screens provide for corrections by the APO. Those screens can be accessed by the APO by selecting INVENTORY ADJUSTMENTS from the APO Menu. Those screens are as follows:

a. DTID RESTART

b. BASIC ACCOUNTABLE RECORD ADJUSTMENT

c. DTID NUMBER CORRECTION

d. CHANGE QUANTITY AVAILABLE

e. CHANGE RECORD STATUS CODE TO "Z"

f. XR3 DATA CORRECTION

2. DTID RESTART. The screen for this correction allows for changes to approximately 16 fields in the data entry screen depending on whether the item is an NSN or an LSN. See attachment 7, this chapter. To access this screen, select INVENTORY ADJUSTMENTS from the APO Menu. Then select DTID RESTART and make the following entries:

NOTE 1. There are two types of restarts: 1) True Restarts and 2) Reutilization Restarts. A True Restart is one in which the DTID is re-received and started through disposal processing from the very beginning. Only True Restarts are actually corrections. Document true restarts with DRMS Form 1983, see attachment 8, this chapter.

NOTE 2. Reutilization Restarts use the same screen as True Restarts. However, the purpose of a Reutilization Restart is to extract an item from Material Screening Code Q and allow it to resume its previously interrupted disposal processing. Reutilization Restarts are not adjustments. A Reutilization Restart can be used to place the item in any open accumulation or to send it directly to Record Status A, documentation is NOT required. See chapter 4, this instruction, for guidance on property in MSC Q.

a. PROPERTY LOCATION RIC Field - Enter the four position RIC.

b. DTID Field - Enter the DTID number for the property record you need to correct. If the record is available, the system displays the DTID RECORD ADJUSTMENT Screen. To change data on the screen, press F2 or Enter. The following fields can be corrected:

(1) STOCK ID Field

    (2) FCC Field

    (3) HM/HW Field

    (4) REMI - CODE Field

    (5) UI Field

    (6) PMIC Field

    (7) PIL/SEN Field

    (8) DMIL Field

    (9) UP Field

    (10) SAIC Field

    (11) ADPE IN Field

    (12) ITEM NAME Field

    (13) DIPEC REPORT NUMBER Field

    (14) SHC Field

    (15) MSC Field

    (16) SALES REFERRAL NUMBER Field

  c. When the corrections are completed, press F9 to update the record.

  3. BASIC ACCOUNTABLE RECORD ADJUSTMENT (CORRECTION). The screen for this correction allows for changes to at least 5 different fields depending on whether the item is an NSN or an LSN. See attachment 7, this chapter. To make changes to the accountable record, select INVENTORY ADJUSTMENTS from the APO Menu. Then select the BASIC ACCOUNTABLE RECORD ADJUSTMENT Screen and make the following entries:

  a. PROPERTY LOCATION RIC Field - Enter the four position RIC.

  b. DTID - Field - Enter the DTID number for the property record you need to correct. If THE SYSTEM cannot locate the record, it states, "Not found, press "enter" to continue or "Not on file for this property location RIC". If the record for that DTID is currently on the accountable record, THE SYSTEM then displays the "BASIC ACCOUNTABLE RECORD ADJUSTMENT" Screen. To change data on the screen, press "F2" or "Enter". The cursor moves to the Additional Data portion of the Stock ID Field. The following fields can be corrected or completed:

    (1) STOCK ID Field Suffix

    (2) DAC Field - Disposal Authority Field

NOTE: To correct the LAST KNOWN OWNER, CAGE CODE and/or MANUFACTURER'S PART NO., when the cursor is on the DAC Field, press "F2".

    (3) RCVD DT Field - Date the property was received.

(4) REMI Code Field - Reimbursement Code Field

(5) ITEM NAME Field

(6) MGT Field - Management Code Field

(7) UPDATE DESCR Field - Optional Description Window Field - To change the description, enter Y. The window accepts up to 60 characters. When the description is complete, press F9.

c. When the corrections are completed, press F9 to update the record.

4. The DTID NUMBER CORRECTION. The screen for this correction is used when the receiver enters the wrong DTID Number during the receipt process. To correct a DTID Number, select INVENTORY ADJUSTMENTS from the APO Menu. Then select the DTID NUMBER CORRECTION Screen and make the following entries:

a. PROPERTY LOCATION RIC Field - Enter the four position property location RIC.

b. DTID Field - Enter the DTID number, 14 positions plus one position for a suffix (if provided). Press "Enter". The system searches for the DTID. If the DTID is not found, the system displays "DTID Not On File". If this occurs, press "Enter" and type another DTID. If the DTID is found, the system displays the values, if available from the following fields:

(1) STOCK ID Field

(2) QUANTITY Field

(3) RSC Field

(4) ACCTG/ACT Field

(5) MSC Field

(6) SHC Field

(7) RECEIPT DATE Field

c. NEW DTID Field - Enter the correct DTID. The system will display, "Update completed; Press RETURN to continue." Press RETURN to process additional corrections or press F1 to exit.

NOTE: The original DTID number is cross-referenced to the new number in the Record Status and History Menu. An XAR (DTID number correction) is listed in Event History. An RSC (Record Status Code change) is listed in Event History on the original DTID number.

5. CHANGE QUANTITY AVAILABLE. The screen for this correction may be used when the quantity available and the quantity on hand are out of balance. To correct the quantity available, select INVENTORY ADJUSTMENTS from the APO Menu. Then select CHANGE QUANTITY AVAILABLE Screen and make the following entries:

a. Type in the DTID and press F3.

b. If the DTID is found and there is no discrepancy between the quantity available and the quantity on hand, the system will display a message at the bottom of the screen. If the DTID is found and there **is** a discrepancy between the quantity available and the quantity on hand, the system will display information regarding the DTID on the screen.

c. If the DTID is not found, a message appears at the bottom of the screen to that effect. You need to double

check the DTID on the screen to determine if it was keyed in wrong. Press return to clear the error message.

d. If the DTID is found, but there is a pending MILSTRIP requisition, transfer order, pending loss, or freeze against the DTID, you will receive an error message telling you which condition fits the DTID. Press RETURN to clear the message and follow-up on the pending transaction to restore the quantity difference.

e. If the DTID was found and there are no pending transactions, proceed with the data corrections by pressing Return. The quantity available may only be changed to match the quantity on hand.

f. Input the quantity available.

g. Press RETURN to move the cursor to the circumstances block. Type in the reason a data correction was required (e.g., quantity discrepancy was caused by a MILSTRIP denial).

h. Press F9 to update the record. At this point the data correction is complete.

NOTE: 1. If you received an error message stating there is a pending MILSTRIP requisition, transfer order or freeze against the DTID, locate the requisition, transfer order number or the freeze code through the INQUIRIES Menu. This information can be found using the VIEW DRMO TABLES PART 2 Menu. Select one of the following: DTID Freeze Table; Requisition Table; or Transfer Order Line Number Table. If you don't know the transfer order number, requisition number, or freeze ID, you can search these tables by DTID. Searching by DTID may bring up multiple records for a single DTID. You need to locate the DTID number field, key in your DTID number and press F3. As the information is found it is displayed on your screen.

NOTE: 2. Once you obtain the additional information from the INQUIRIES Menu you need to go into the RTD Menu to complete the required transactions. If transfer order or freeze transactions are canceled, the quantity will be restored on the DTID. If the MILSTRIP requisition is denied, use Management Code 2 through 9 to restore the quantity. Management Code 1 does not restore the quantity. You may also need to check to see if the record is in MSC Q. See chapter 4, this instruction, paragraph D7, for property in MSC Q.

6. CHANGE RECORD STATUS CODE TO "Z". The screen for this correction should be used only in cases where the quantity available and the quantity on hand equal zero, but the record did not move to RSC Z. To change the Record Status Code to **Z**, select INVENTORY ADJUSTMENTS from the APO Menu. Then select CHANGE RECORD STATUS CODE TO "Z" and make the following entries:

a. Type in the DTID and press F3.

b. If the DTID is found and the quantity available and/or the quantity on hand are not equal to zero, the system will display a message at the bottom of the screen. If the DTID is found and the quantity available and/or the quantity on hand are equal to zero, the system will display information regarding the DTID on the screen.

c. Type in RSC Z, then press F9 to update the inventory.

7. XR3 DATA CORRECTION. To correct XR3 data, downgrade transactions, make the following entries to the XR3 DATA CORRECTION Screen:

a. Type in the DTID and press F3.

b.   If the DTID is found and the Record Status Code (RSC) is not **Z**, the system will display a message at the bottom of the screen. If the DTID is found and the RSC **is Z,** the system will display information regarding the DTID on the screen.

c. Type in the appropriate corrections to include circumstances, then press F9 to update.

8. If you encounter any problems with the data correction programs, please submit a problem report immediately. Also, if you are in doubt about using this process to correct data discrepancies, please call DRMS-C at DSN 932-

4645 or 932-7512 or submit a problem report. DRMS-C researches the problem reports as they come in, and will assist you with your data correction. When the problem reports are researched, DRMS-C will notify you of any instances in which you can correct the data.

9. Problem reports describing possible programming errors should always be submitted. If a quantity discrepancy resulted because of a possible programming error, a problem report should be submitted even if the discrepancy can be fixed by the DRMO. Programming errors need to be identified and corrected to prevent future discrepancies or other problems.

10. It is important to limit the number of individuals doing the data corrections. The data corrections should only be done by the Accountable Property Officer (APO) and/or the appointed alternate.

NOTE: Data correction entries to the accountable record will send a notice to the approval screen. The DRMO Designee may approve corrections not affecting quantity.

J. SYSTEM REJECTS FOR INCORRECT DEMIL CODE ON DOWNGRADES.

When a data entry is rejected because of an incorrect DEMIL Code, the DRMO should immediately attempt to recover the DEMIL required property from the scrap accumulation.

1. Complete processing for DEMIL required property that rejected on receipt because of an incorrect DEMIL Code as follows:

a. Item is recovered.

(1) Input a receipt transaction according to chapter 2, paragraph B7, with the following exceptions:

(a) DEMIL Field - Enter the correct code.

(b) SHC Field - 2

(c) MSC Field - X

(d) Action Field - Action Code A

(e) Accounting Field - Accounting Code A

(2) When the receipt transaction is input, the system generates a DEMIL Placard. When DEMIL is performed, annotate the DEMIL Placard and update the inventory.

(3) To update the inventory, select WAREHOUSING MENU from the DRMO DAISY Menu. Next select INVENTORY MAINTENANCE FUNCTIONS. And then select DEMIL PERFORMED AFTER ESD. Follow the screen prompts and press F9 to complete the update.

b. Item is not recovered.

(1) Input the receipt transaction as stated in subparagraph 1a, above.

(2) When the DEMIL Placard is received, annotate it, "Transaction rejected. DEMIL required item could not be recovered from scrap." The PMB Chief and the DRMO Chief will sign and date the placard. This is required to verify that PMB personnel tried to retrieve the miscoded item, but did not succeed. Next update the inventory by following the procedure in subparagraph 1a(3) above with one exception in the DEMIL PERFORMED Field. Input the DEMIL Performed Code (DPC) of **9** in the DEMIL PERFORMED Field.

2. Complete processing for DEMIL required property that rejected after receipt because of an incorrect DEMIL Code, as follows:

a. Item is recovered. Perform demilitarization and update the inventory according to the steps in subparagraph 1a(3) above using the correct DPC. Annotate the DEMIL Placard and file in the source document file.

b. Item is not recovered. Annotate the DEMIL Placard with the statement and the signatures as required in paragraph J1b(2), this chapter. Update the inventory by following the procedure in subparagraph 1a(3) above with one exception in the DEMIL PERFORMED Field. Input the DPC of **9** in the DEMIL PERFORMED Field. File the placard in the source document file.

K. DRMO REALIGNMENT AND/OR CLOSURE (BRAC).

NOTE: Property that is transferred to another DRMO must be accurately maintained. To ensure maintenance of DRMO inventory accuracy, when accountability for property is transferred to another DRMO, but physical custody remains at an offsite location, the Site Code should show a pound sign (#) in the second position. The DRMO that is receiving accountability for the property will review the records after the transfer is complete and ensure that a # is in the second position of the Site Code.

1. When a DRMO is scheduled for realignment and/or closure, the following areas of concern must be addressed: communication; DRMO equipment; facilities; accountable inventory (to include hazardous and non-hazardous); personnel; records/files (to include financial accounting documents); safety and security; support services; transportation; and workload. See DRMS-I 4160.14, Volume I, Chapter 1, for detailed information on actions needed in realignment and/or closure.

2. For specific questions or problems, contact the BRAC Office at (DSN) 932-7216. You may also contact personnel in the DRMS Comptroller's Office at (DSN) 932-5836.

L. Inventory Control.

This guidance contains policy and procedures for conducting inventories of property at a DRMO. These procedures supersede any previously documented sampling procedures issued in any DRMS disposal operating publications.

NOTE: The guidance on inventory control is applicable to all property recorded on the DRMO account. Completing inventories within the required timeframes may require advance planning by the DRMO Chief.

1. Policy

a. This policy is provided to compliment inventory requirements outlined in the self-assessment section of DRMS-I 4155.1. The following policy outlines requirements of the mandated DRMO inventories. All DRMOs will perform three (3) inventories per year on four (4) sensitive categories of property and once annually on the category for remaining usable property. The inventories will be accomplished as part of the DRMS Corporate Assessment Program and the results of the inventories will be put into the Corporate Assessment Management System (CAMS), DRMO Self-Assessment /Inventory Accuracy section. Inventories will be performed using the barcode program, equipment and labels. (Also see DRMS-I 4160.14, Volume II, Chapter 2, paragraph A6)

b. The scheduled inventories will be conducted **prior to** the following DRMO Self-Assessment Access Periods.

(1) Period 1: No inventory required

(2) Period 2: March 31 - April 15 (Complete inventory)

(3) Period 3: June 30 - July 15 (Partial inventory)

(4) Period 4: September 30 - October 15 (Partial inventory)

NOTE: A complete inventory includes the category for remaining usable property. Partial inventories do not include that category of property.

c. DRMOs will have an access period of 15 days to input the results of the inventory into the CAMS. The CAMS database will be available for DRMO use beginning the first day of the access period. All inventory accuracy results must be input and completed by the last day of the access period. The categories of property to be inventoried are as follows:

(1) Hazardous Material and Hazardous Waste

(2) Demilitarization (DEMIL) Required Property. Only property which has a DEMIL Code of C, D, E, F and G will be inventoried under this criteria.

(3) V-Coded Precious Metals

(4) Pilferable-Type Property. This category of property includes the items listed in DRMS-I 4160.14, Volume I, Chapter *2*. This includes property in DRMO custody which, by virtue of its condition, intrinsic value, ready illicit market or resale potential, consists of items that are highly desirable and therefore primary targets for theft.

(5) Remaining Usable Property. Remaining usable property is the property that remains after the above categories of property have been extracted.

2. Scheduled inventories. When accomplishing the scheduled inventories for hazardous material and hazardous waste, DEMIL required, V-Coded precious metals and pilferable type property, the sample size shall be 100 percent and the expected accuracy rate is 100 percent.

a.   If the accuracy rate of the initial inventory is less than 100 percent, document the results and file the report until the next scheduled inventory.

b. If the next inventory meets the requirements, document the results and continue with the scheduled inventories. If two consecutive inventories result in an accuracy rate less than 100 percent, these conditions must be reported to the Zone Manager, DRMS-N, National or DRMS-I, International as appropriate. The Zone Manager and personnel from the National/International Offices will collectively determine if a wall-to-wall inventory should be conducted at the DRMO. If the determination is to conduct a wall-to-wall inventory, it must be conducted within 45 days of the second reported non-compliance. Members of the inventory team must not be from the DRMO where the wall-to-wall inventory will be conducted.

3. When accomplishing the annual inventory for the Remaining Usable Property, the inventory will be conducted prior to the second reporting period. The expected accuracy rate is 95 percent.

a. If the accuracy rate of the initial inventory is less than 95 percent, document the results and file the report. Perform another inventory of the Remaining Usable Property during Self-Assessment Period 3.

b. If the next inventory meets the requirements, document the results and file the report. If two consecutive inventories result in an accuracy rate less than 95 percent, these conditions must be reported to the Zone Manager, DRMS-N, National or DRMS-I, International as appropriate. See paragraph L2b, above for additional guidance.

NOTE: For scheduled inventories, the Zone Manager, DRMS-I, International and DRMS-N, National, will determine if a wall-to-wall inventory should be conducted at the DRMOs.

4. The results of all inventories will be documented, approved by the DRMO Chief, and forwarded to the Zone Manager, appropriate National/International personnel, via the Self- Assessment Program. The results of inventory requirements may be reviewed as part of the DRMS Corporate Assessment Visit (CAV) Program.

NOTE: For guidance on using bar code software and equipment when conducting DRMO inventories, see Bar coding Refresher Training guide located at http://www.drms.dla.mil/drms/internal/Business/Logistics/AIT/ait.html . Additional information may be obtained by contacting DRMS-BA at DSN 932-5580.

5. All discrepancies discovered during the inventories shall be researched and reported in accordance with the following two-part procedure.

a. Part one will consist of a floor to record; record to floor inventory for each of the five programs identified above. The results will be entered into the Corporate Assessment Management System (CAMS) with no reconciliation performed (report the percentage as found; it is either in place or not, or it is either on record or not).

b. Part two will be required if discrepancies are found during the initial inventory. You will have three (3) days to complete research/reconciliation and then go back on-line in CAMS and enter the final results from your research to include how the reconciliation was accomplished.

NOTE: CAMS has (2) two checklists available. Checklist 1 is to be used for the results of the initial inventory check and checklist 2 is to be used only if you have reconciliation of discrepancies to report as a result of the initial inventory.

M. RESOLUTION (RESI) LISTINGS.

RESI codes are provided to identify property that is overdue for processing. There are two basic RESI Codes, RESI B and RESI I. The reason codes for property in RESI B are listed in supplement 1, this instruction. Property in RESI B consists of property that has been in the inventory for 9 months or more. RESI I consists of property pending DEMIL for 35 days or more in Record Status Code **W**. Both reports are available in ACCESS REPORTS. (See chapter 4, this instruction.) Property in RSC A (in merchandising, but not referred for sale) can be identified through Consolidated Inquiry. (See chapter 4, this instruction.)